

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
MARCH 11, 2013**

BOARD MEMBERS IN ATTENDANCE

Anna Eddy, Judy Igielski, Pauline Kruk, Iris Larsson, LeeAnn Manke, Maureen O'Connor Lyons, Tony Palermino, Diane Stamm, Trudie Walker

BOARD MEMBERS ABSENT

Paul Crosswaith, Dennis Doyle, Kris Nasinnyk, Neil Ryan, Eric Rothauser

STAFF

Donna Miller, Library Director
Lisa Master, Assistant Library Director
Sue Schneider, Circulation Supervisor
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS ABSENT

Clarke Castelle
David Nagel

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:02 PM.

I. ROLL CALL

A. Introduction of Susan Schneider, Circulation Supervisor

Anna Eddy introduced Susan Schneider, Circulation Supervisor, to the Library Board. Iris commented that Sue is great at her job and a real asset to the Library. Sue stated she started as a reference substitute in September 2005, and in May 2006 became a part time reference librarian. She received her Master's in Library Science, and when the position for the circulation supervisor became available, she applied for it and got it. She hopes that the RFID is approved because although it will be a technical challenge, she thinks it will bring great changes to the circulation department with a new library system.

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy reported that the Library Board received a thank you note from Sue Bethune; she passed around this note for the Board to read.

MOTION: LeeAnn Manke made a motion to accept the minutes of the regular monthly meeting of February 19, 2013, Judy Igielski seconded the motion, and the motion to accept the minutes of the regular monthly meeting of February 19, 2013 was unanimously approved with a 9-0 vote.

III. PUBLIC PARTICIPATION

There was no Public Participation.

IV. TREASURER'S REPORT

Iris reported that all is in order and that Lynn did a fantastic job while Iris was away.

V. LIBRARY DIRECTOR'S REPORT

Donna reported that Sue Bethune's retirement party held on February 22nd was very low-key and enjoyable. Sue was with the Library for over 31 years and will continue as a substitute.

On February 2nd it was Take Your Child to the Library Day. The Children's librarians gave out bookmarks, held programs, and did crafts with the children.

The Friends asked Donna to distribute a flyer on the April Book Sale (April 26, 27, and 28) and asked that Board members write down what hours during the three day period they can volunteer.

Flyers for the Hanel event were distributed to the Library Board. Anna asked that if any more flyers are made, it should be noted on them that this is the 13th year for the Hanel event. Subsequent years should reflect what year the event is taking place.

There was a nice article in the Hartford Courant about Judy's Town Volunteer of the Year Award.

As of January 1, 2012 a new state law went into effect with regard to sick leave for part time employees; this affects fifteen staff members.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa reported that two programs were held for instruction on Freading e-books and Zinio e-magazines. During the month of February, Zinio has had 293 checkouts and 43 new users.

The Adult Winter Reading Program had 427 participants who read 2,600 books.

Two iPad classes will be held on April 2 and 3 on how to download Ebooks.

The Overdrive program has a new feature where a patron can automatically download a book to their web browser and open it.

VII. FRIENDS OF THE LIBRARY

Philip DesJardins, vice-president of the Friends, stated he did not have a report, other than the Friends will be serving refreshments at the Hanel event.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie stated that she has not heard anything from the Republican Town Committee with regard to Sue Wright's Board position.

B. Investment Committee

Neil was not in attendance. Iris reported with regard to Dr. Pelino's endowment by stating that his initial \$500 does not generate a lot of interest, however it has been placed in the Everbank account until it is determined where to put it. Anna indicated that Dr. Pelino wants to be more involved with the library. Judy was asked to write a letter to Dr. Pelino and the Sliva Family with regard to library activities.

C. House Committee

Diane reported she has received preliminary sketches with ideas for the renovation of the Lienhard Room. She will review these sketches with the House Committee.

Anna commented that a request from Pat Pierce has been received regarding the summer reading program theme which is "Dig Into Reading." Pat's idea is having an area of land on the property next door be tilled and graded and children involved in the summer reading program could plant a garden and be responsible for it. The Board discussed this and weighed pros and cons. They would like more information before approving this idea.

D. Facility and Site

1. RFP for Long Range Strategic Plan Update

The Board reviewed the draft RFP and made a couple of changes. These changes will be made and sent out to the four chosen vendors; the return date will be four weeks from the sent date.

E. Fund Development

Pauline stated she had no report.

F. Budget

Tony reported that the meeting with the Town Manager will be held on March 18th at 2:00 PM, the CIP meeting will be March 18th at 7:00 PM, and the Library's budget will be heard on March 21st at 7:00 PM.

G. Technology

Paul was not in attendance.

IX. OLD BUSINESS

Anna discussed the Staff Appreciation event and asked that a committee be formed to look into options as to where to hold this event. Maureen, Pauline, Trudie, Anna, Iris, and Diane will serve on this committee.

X. NEW BUSINESS

Anna stated that she spoke with Natalie Harbeson regarding the Board sponsoring an event during National Library Week. Natalie thought holding an event that celebrates local organizations would be a good idea. There was concern that National Library Week is scheduled for early April and there wouldn't be enough time to put this event together.

Donna talked about the parking issue at the Town Hall. The Town Manager has asked Town employees not to park in the Town Hall parking lot; this has caused some problems with Town employees. A Board member suggested that stickers be placed on Town employee vehicles.

XI. PUBLIC PARTICIPATION

There was no Public Participation.

XII. EXECUTIVE SESSION

MOTION: Diane Stamm made a motion to go into Executive Session, Trudie Walker seconded the motion, all were in favor, and the motion was passed with a 9-0 vote at 8:08 PM.

XIII. ADJOURNMENT

The Board adjourned at 8:45 PM.